

Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

Type of Agenda Item:

- | | | |
|--|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contracts</u> | | |

511

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

Individuals' contracts are being renewed for positions of Senior Telecommunications Specialist and Telecommunications Specialists. They are currently assigned to the Public Safety Technology office and work on all voice communication systems (radio, telephones, and microwave). Contract employees, contracts must be approved by City Council before she can assume her duties.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Compensation for these Individuals will be as follows:

<u>Armando Almanza:</u>	<u>\$1216.87</u>	<u>Telecom Specialist I</u>
<u>Marcos Guerrero:</u>	<u>\$1576.66</u>	<u>Senior Telecom Specialist</u>
<u>Emilio Natividad:</u>	<u>\$1522.17</u>	<u>Senior Telecom Specialist</u>
<u>Camerino Gonzalez</u>	<u>\$1487.09</u>	<u>Senior Telecom Specialist</u>
<u>Adrianna Serrano-Laredo</u>	<u>\$1602.43</u>	<u>Senior Telecom Specialist</u>
<u>Tommy Yanez</u>	<u>\$1482.55</u>	<u>Senior Telecom Specialist</u>

Statutory or Citizen Concerns:

None

Departmental Concerns:

Department needs to have these resources in place due in order to provide continued communications support for all City of El Paso public safety entities.

2004 JUL 7 10:12 AM

CITY CLERK

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **CAMERINO GONZALEZ**, to assist the Information Technology Department as a Telecommunications Specialist at a biweekly rate of \$1,487.09 for 40 hours per week. The term of the contract shall be for the period of July 7, 2004 through July 6, 2006.

APPROVED this 7th day of July, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **CAMERINO GONZALEZ**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Telecommunications Specialist; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about July 7, 2004 and be completed by July 6, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand Four Hundred Eighty-Seven and 09/100 Dollars (\$1,487.09). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be

eligible to continue to participate in and receive the benefits of those Plans in the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent

by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee
at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Camerino Gonzalez

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 7th day of July, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Camerino Gonzalez
SSN:

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Tony Montoya, Director
Information Technology Department

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

TELECOMMUNICATIONS SPECIALIST

(EL PASO CONTRACT POSITION)

Summary

Under general supervision, perform a variety of ordinary high and low voltage voice and data communication systems installation, maintenance and configuration, and recommend and arrange changes in service and system components.

Typical Duties

Program telephone switches and key equipment. Involves: Connect telephones, fax machines and related equipment according to floor plan or vendor specified instructions. Customize system configuration by moving and changing phones and reassigning telephone extensions and network facilities. Operate and test equipment to determine correct installation or eliminate malfunctions. Maintain security access for voice and data systems. Perform system backup procedures using remote software administration. Generate periodic system reports by applying remote administration software. Use system call accounting to analyze usage or determine long distance charges by individual telephone extensions.

Install, dispense, and troubleshoot telephone and voice and data radio communication units. Involves: Receive and issue radios to employees. Visit various sites to inspect, locate, and diagnose operational problems. Perform maintenance tasks such as diagnostic testing, departmental coordination for troubleshooting, removing affected units and reinstalling repaired or refurbished units. Ascertain and refer repairs to be made by contracted repair service. Maintain multiple databases for inventory and diagnostic control. Program the radio units and assign identification numbers for each unit. Program, install and maintain Mobile Data Terminals (MDTs) and the Automatic Vehicle Location (AVL) System which includes customizing and designing ancillary hardware for installation of equipment based on various models of vehicles. Keep schematics of designs and records of system equipment, maintenance charges, repair status and history.

Perform other duties as assigned. Involves: Substitute for coworkers or supervisor during temporary absences. Recommend voice and data communication equipment options to meet user department requirements.

Minimum Qualifications:

Training and Experience: Equivalent to a combination of a high school diploma or GED supplemented by two (2) years of trade or vocational school electronics coursework, plus two (2) years of experience installing, maintaining or configuring radio, telephone or data communications equipment.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent issued by another state required at time of appointment. Must possess Basic Radio Installation Certification within six (6) months following appointment.

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

CAMERINO GONZALEZ

[REDACTED]

[REDACTED]

[REDACTED]

OBJECTIVE: To obtain a challenging position as a Telecommunications Technician.

EDUCATION:

1976	Lydia Patterson Institute El Paso, Texas Diploma: High School
1987	IADE Institute Los Angeles California Certificate: Residential and Commercial Electrical
1989	ATCOA Institute Carson, California Diploma: Service Advisor Course
1999	R.O. ASSOCIATES, LTD. El Paso, Texas Certificate: TOV-Transient Overvoltage and Lightning Protection Course
2000	El Paso Community College El Paso, Texas License: FCC-Federal Communications Commission
2000	Lucent Technologies Business Communications Systems El Paso, Texas Certificate: BTC443M-DEFINITY ECS SYSTEM
2004	PCI Cabling / Fiber Optic El Paso, Texas Certificate: Category 6E and Fiber Cable Splicing

EMPLOYMENT
HISTORY:

1976 – 1985	Revell, Incorporated Venice, California Title: Maintenance Mechanic Duties: Responsible for the maintenance, upkeep and repair of hydraulics machinery, steam presses, electrical servicing, and other various duties.
1985 – 1988	Olympic Plastics, Incorporated Los Angeles, California Title: Maintenance Mechanic Duties: Responsible for the maintenance, upkeep and repair of hydraulics machinery, steam presses, electrical servicing, and other various duties.

CAMERINO GONZALEZ

- 1989 – 1990 Martin Cadillac – New Car Dealership
West Los Angeles, California
Title: Service Advisor Helper and Greeter
Duties: Responsible for Service Entrance Write-Ups, helping other Service Advisors with workload, responsible with Auto Mechanic's Parts and Tickets, Drive New Cars to Auto Mechanics Stations for Service, responsible for other various duties.
- 1990 – 1991 Larry Powell, Furniture Warehouse
Culver City, California
Title: Warehouse Assistant Manager
Duties: Responsible for new furniture set-ups, finishes, arrangements, samples and demonstrations, responsible for warehouse personnel and their time keeping, responsible for new orders and other various duties.
- 1991 – 1999 ATCOA – New Ford Motor Wire Harness Warehouse
El Paso, Texas
1335 Henry Brennan Dr.
Title: Warehouse Fork Lift Operator
Duties: Responsible for Shipping and Receiving Materials, loading and unloading materials, training new employees, assisting warehouse Supervisor with workload. Responsible for U.S. and Mexico Customs for rejects and acceptance of materials. Responsible for various duties.
- 1999 – 2001 CITY OF EL PASO - COMMUNICATIONS/RADIO SHOP
El Paso, Texas
8600 Montana "C"
Title: Electrician's Helper
Duties: Responsible for the installation of new and used Motorola Mobile Radio and Data Equipment on all City Emergency and Non-Emergency vehicles.
- 2001 – 2002 CITY OF EL PASO – COMMUNICATIONS/RADIO SHOP
El Paso, Texas
8600 Montana "C"
Title: Communications Specialist
Duties: Responsible for the installation of new and used Motorola Mobile Radio and Data Equipment on all City Emergency and Non-Emergency vehicles. Helping Telecommunications Technicians with the workload of running Telephone wires and lines in all City Buildings.
Mobile Radio Programming.
Training Electrician's Helpers with their new duties of the necessary installation of new and used Motorola Mobile Radio and Data Equipment on all City Emergency and Non-Emergency vehicles.

CAMERINO GONZALEZ

2002 – 2004 CITY OF EL PASO – PUBLIC SAFETY/RADIO SHOP
(CURRENT) El Paso, Texas
8600 Montana "C"
Title: Telecommunications Technician
Duties: Responsible for the installation of new and used Motorola Mobile Radio and Data Equipment and Siemens TransitMaster AVL Radio Units on all City Emergency vehicles. Downloading Softwares on Motorola and Siemens Radio units. Trouble shooting and running Telephone lines and wires on all City Buildings. Mobile Radio Programming.
Training new workmates with duties of radio issues such as removals, installations, and programming different Motorola Mobile Radios concerning City licensed (FCC) frequencies: 450 MHz and 800 MHz.
Scheduling all City Emergency and Non-Emergency vehicles for the removals and/or installations of their Mobile Equipment.
Scheduling County of El Paso Sheriff's Department vehicles for the installations, removals and repairs of their Motorola Mobile Data Equipment.
Responsible for watching all Antenna Tower Sites for minor problems; Alarm Sensors, Air Conditioning Sensors, Commercial Power Outage, Propane Powered Compressors, Frequency Communications problems and Strobe Lighting problems.
Response for any "On-Call" Emergency situations.
Responsible for inventory on Parts , Tools and Equipment in the Radio Shop.
Responsible for ordering uniforms, safety shoes, safety articles and hardware for the Radio Shop personnel.
Responsible for the Maintenance Schedule of all Public Safety vehicle.
Responsible for ordering and/or buying all office, restroom and coffee supplies.

REFERENCES: Available upon request.